

# MEMO

**DATE:** November 1, 2007  
**TO:** Administration Committee  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** CFO Monthly Report

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## **Accounting:**

The annual financial audit by Vasquez & Co., LLP is in progress with field work scheduled to complete by October 20, 2007. The auditors met with and reported their progress to the Audit Committee on October 11, 2007. Staff continues to respond to all auditor requests in a timely fashion. Vasquez expects to issue a draft financial report by October 31, 2007.

Additional procedures were implemented to ensure the timely submission of payroll to ADP (SCAG's payroll processor). Also, data tracking procedures are now in place to provide performance measurement statistics on SCAG's outgoing payment processing cycle. These statistics will initially be used to develop benchmarks for acceptable and later ideal standards.

We received an updated actuarial valuation for fiscal years 2007/08 to complete the requirements for establishing an account in CalPers California Employer's Retiree Benefit Trust for retiree healthcare programs. We have also requested an updated actuarial study for SCAG's supplemental defined benefit retirement plan from the Public Agency Retirement System. This is the first step toward funding that liability with a purchased annuity.

## **Business Operations:**

Business Operations staff has been supporting the planning, preparation and on site production for the RTP workshops being held through out the region including by video conferencing from the Riverside office.

Temporary office space for Joe Burton, Chief Legal Counsel, was completed and meetings were initiated with the Architect to develop plans to build out office space on the 11<sup>th</sup> floor for the Director of Information Systems.

Clearing storage areas and unoccupied cubicles on the 11<sup>th</sup> floor continued in preparation for their upcoming staff relocations.

# MEMO

## Budget and Grants

The Budget and Grants Division completed the first quarter progress reports with input from agency staff and the sub region staff. The results were used to support CPG Amendment number 2 recommendations. Budget staff also prepared a Fiscal Year 2007/08 budget presentation framework for review by the Regional Council.

The final changes to the Consolidated Budget Development System were also completed and the system is ready for rollout to staff for initiating the FY08-09 budget development process.

Grants staff has identified two new grant opportunities that are under review by agency staff. One sponsored by the Center for Disease Control and the Agency for Toxic Substances and Disease Registry provides funding support for conferences related to environmental health topics. The other grant sponsored by the Federal Emergency Management Agency funds multi-jurisdictional, multi-hazard mitigation planning.

## Contracts:

During the month of September, the contracts department awarded 2 contracts, issued 12 contract amendments, and issued 7 Requests for Proposals (RFP's). Contracts staff also revised the invoicing instructions on all contracts to require all invoices for payments to be submitted directly to Accounts Payable. This was done to eliminate any ambiguity in the current contract language regarding submittals and approval of invoices. Staff was also notified to immediately forward any invoices sent to them to Accounts Payable for processing.

Submitted by:

  
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Chief Financial Officer

# Southern California Association of Governments

Budget vs. Actual  
Expenditures and Encumbrances  
Three Months Ended September 30, 2007  
75% of Year Remaining

	A	B	C	D	E	F	G	H	I	J	K	L
		Program	Adopted Budget	Approved Changes	Pending Changes	Forecast Budget	Expenditures	Encumbrances	Budget Balance	% Budget Remaining	July - Sep 2006 Expenditures	Program
1												
2		CPG	9,663,155	32,775		9,695,930	2,322,884		7,373,046	76%	1,559,143	CPG
3		GF	48,083	-		48,083	2,123		45,960	96%	6,727	GF
4		Other	329,838	-		329,838	24,594		305,244	93%	63,237	Other
5		Total	10,041,076	32,775	-	10,073,851	2,349,601		7,724,250	77%	1,629,107	Total
6		CPG	10,990,028	(2,999)		10,987,029	99,562	6,981,873	3,905,594	36%	268,032	CPG
7		GF	520,000	-		520,000	17,302	313,333	189,365	36%	-	GF
8		Other	1,531,303	-		1,531,303		1,123,574	407,729	27%	236,187	Other
9		Total	13,041,331	(2,999)	-	13,038,332	116,864	8,418,780	4,502,688	35%	504,219	Total
10		CPG	3,405,583	250,000		3,655,583		2,968,684	686,899	19%		CPG
11		Total	3,405,583	250,000	-	3,655,583		2,968,684	686,899	19%	-	Total
12		CPG	11,769,782	43,909		11,813,691	2,628,573	201,003	8,984,115	76%	1,796,676	CPG
13		GF	989,071	-		989,071	93,962	47,344	847,765	86%	46,139	GF
14		Other	361,136	-		361,136	26,611		334,525	93%	68,005	Other
15		Total	13,119,989	43,909	-	13,163,898	2,749,146	248,347	10,166,405	77%	1,910,820	Total
16		CPG	3,598,257	(25,206)		3,573,051			3,573,051	100%		CPG
17		Other	342,079	-		342,079			342,079	100%		Other
18		Total	3,940,336	(25,206)	-	3,915,130			3,915,130	100%	-	Total
19		CPG	39,426,805	298,479		39,725,284	5,051,019	10,151,560	24,522,705	62%	3,623,851	CPG
20		GF	1,557,154			1,557,154	113,387	360,677	1,083,090	70%	52,866	GF
21		Other	2,564,356			2,564,356	51,205	1,123,574	1,389,577	54%	367,429	Other
22		Total	43,548,315	298,479	-	43,846,794	5,215,611	11,635,811	26,995,372	62%	4,044,146	Total
23									-			
24		OWP	41,991,603	298,479		42,290,082	5,102,225	11,275,134	25,912,723	61%	3,991,279	OWP

**SCAG  
COMPARISON OF EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30  
FY08 vs FY07**

